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DDA 85-0060/30
2 August 1985

MEMORANDUM FOR: Director of Central Intelligence

100-15

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 2 August 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. The Office of Information Technology (OIT) brought Phase One of the Message Handling Facility (MHF) to operational status on 30 July. This phase of MHF offloads resource intensive activities from the Cable Dissemination System. It will be carefully monitored over the next few days to analyze the total impact on the performance of the Headquarters message network.

b. [] has assumed his responsibilities as Chief, Intelligence Systems Group of OIT, where SAFE is under development.

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f. The OIT on-line training catalog became operational this week. The system gives OIT personnel immediate on-line access to OTE and OIT training course information.

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h. A representative from the U.S. Trade Commission contacted Printing and Photography Division/OL (P&PD/OL), regarding printing of their annual report. The text of this report, "Annual Report of the President of the United States on the Trade Agreement Program," will be ready for P&PD processing by the middle of August. Work is currently being done with the Cartographic Design Center/DI, in preparation of graphics. A total of 8,000 perfect bound copies has been requested by the U.S. Trade Commission.

i. Headquarters Operation, Maintenance and Engineering Division, (HOME/OL), reported that on 30 July the ground floor level of the new parking garage officially opened for general parking. Access can be gained by using the entrance road that is located directly behind the Printing and Photography Building. In conjunction with this opening, the temporary parking lot located at the Route 123 entrance will officially close on 5 August. Employees using this lot will be able to use the parking garage. An employee bulletin pertaining to this subject has been published.

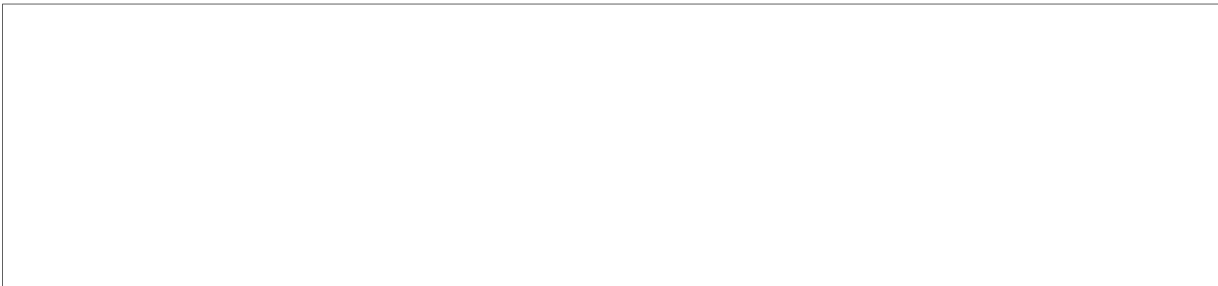
j. HOME/OL reported that the installation of the ceiling sound soak panels commenced the week of 29 July. To perform this task the contractor will have to erect and leave in place a large working platform in the South Cafeteria. This platform will be left in place until the ceiling panel is completed the week of 29 August.


k. New Building Project Office/OL personnel met with Mr. Harold Vogel, sculptor, on 29 July to discuss senior management's selection of the design for the marble plaque for the New Building. Mr. Vogel has ordered the marble and will commence with layout drawings of the inscription material.

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m. The new class of Career Trainees has just lost its first member--a DO--destined officer who decided that neither the DO, the Career Trainee Program, nor the Agency (alternative career possibilities were discussed with him), is right for him and his wife. 

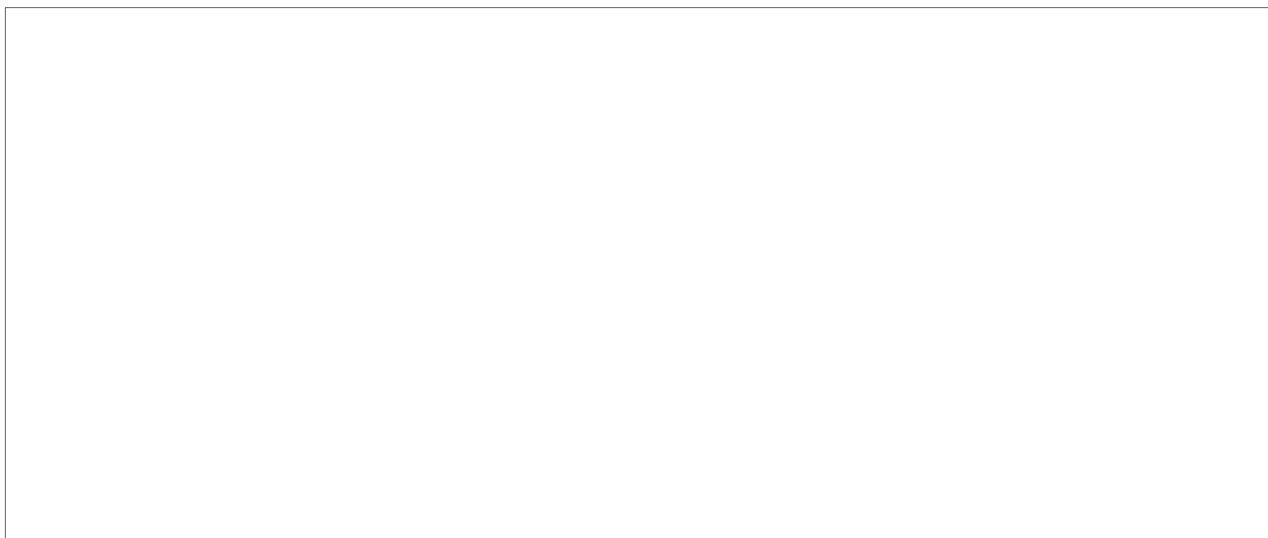
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n. Thirteen students participated in the first running of the Technical Writing Course, 23 - 25 July. What was most striking about this class was its diversity. An economist, a political scientist, an electrical engineer, a case officer and an industrial hygienist all saw their writing as "technical." The instructor recognized this diversity, stressed clear writing as the basis of all writing--technical or not--and scheduled individual conferences with the students. The class was well received.

o. On 30 July, the Director of Security (D/OS) met with staff members of the Senate Select Committee on Intelligence (SSCI) and presented a comprehensive (two and a half hour) briefing on the Agency's policies and practices in the realm of personnel security. This session was arranged by the SSCI staff in anticipation that the fall agenda of SSCI will feature an emphasis on security and counterintelligence programming in the Intelligence Community.

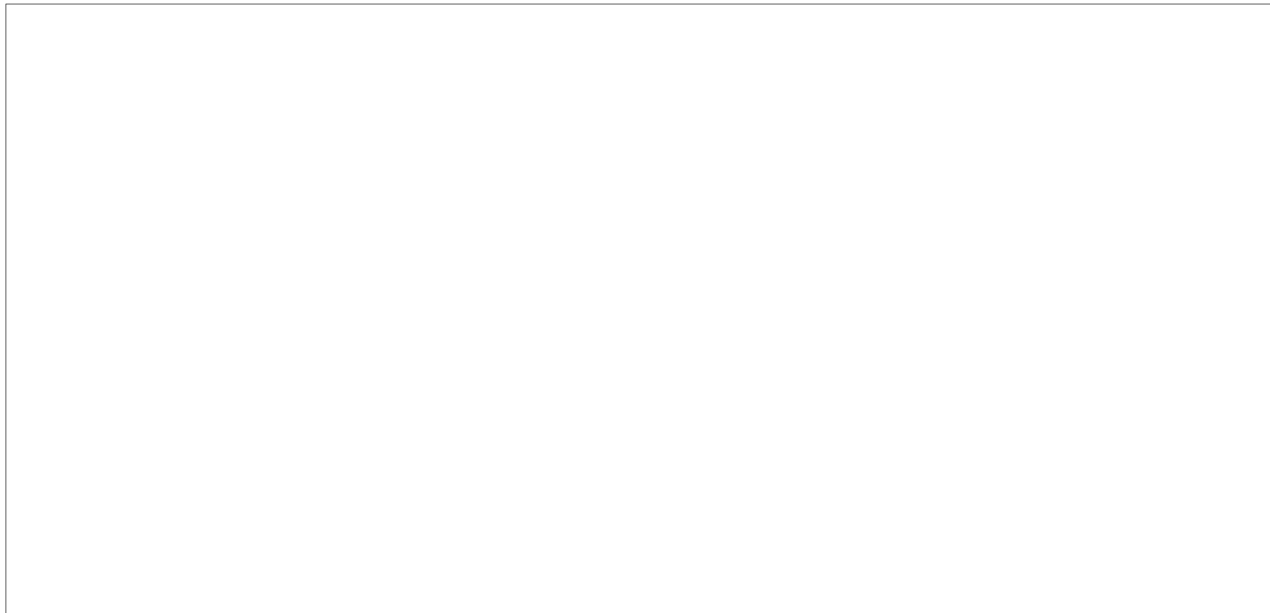
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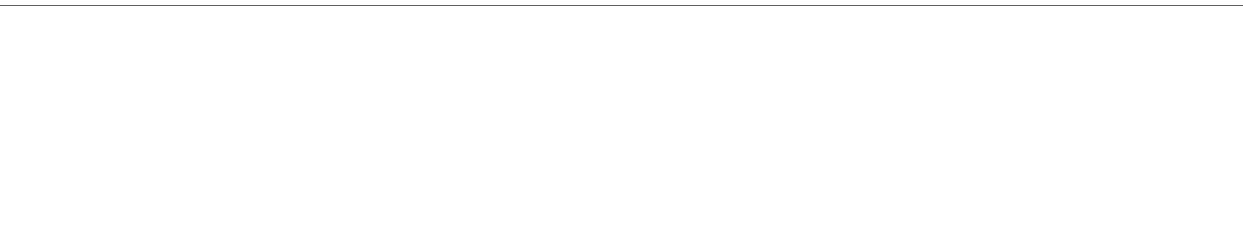
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u. An Office of Personnel (OP) clerical recruitment presentation, emphasizing overseas opportunities, held at Fair Oaks Holiday Inn netted 120 applicants with 58 expressing a desire for overseas travel. The presentation was attended by three Agency secretaries with overseas service who were able to answer a variety of questions posed by these applicants. Plans are to include individuals with this experience in future clerical recruiting trips.

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w. The President has signed into law a bill which authorizes restoration of health and life insurance coverage for certain former disability retirees whose annuities are reinstated. Previously, disability retirees who participated in the Federal Employees Health Benefits Plan (FEHB) and the Federal Employees Group Life Insurance Program (FEGLI) and whose annuity was terminated because they exceeded the ceiling placed upon earnings, were not permitted to participate in either program upon restoration of their annuity. Under the new law, the annuitant can have coverage restored by re-enrolling and paying the annuitant portion of the subscription cost. The law has a retroactive effective date of 17 June 1985. OP contacted Office of Personnel Management (OPM) officials who have advised that guidelines regarding implementation of this law will be available shortly. We then will take the steps necessary to advise our retirees who may be affected.

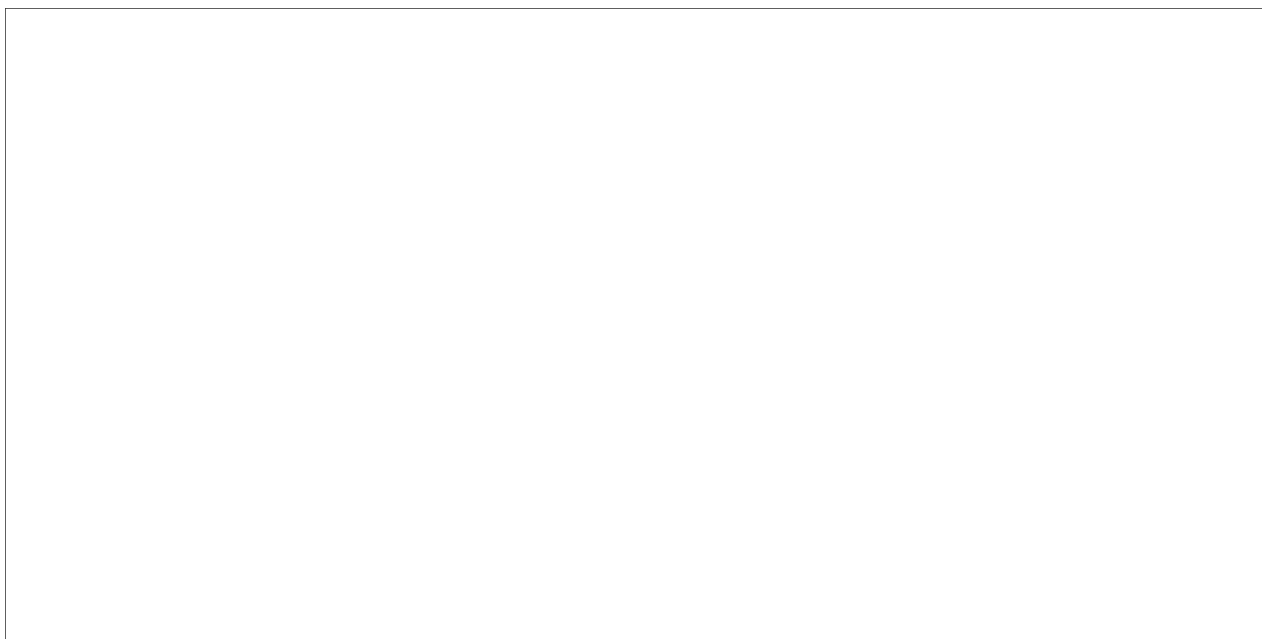
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x. The Government Employees Health Association (GEHA) Board of Directors met on 23 July and approved several changes in the Specified Dread Disease (SDD) policy. Essentially, SDD will become a secondary carrier, whereby the health insurance carried by the employee becomes the primary payer for expenses. This means SDD will be used to pay expenses not covered under the health plan, i.e., deductibles and coinsurance charges. The Board also approved the addition of three new diseases to those covered by the policy (typhoid fever, malaria, and hemophilia), and extended the time limitation for submitting claims under the policy from three to five years.

y. The EAA Board of Directors has approved extending the EAA membership privilege to rehired annuitants based on the increasing number of requests received by these annuitants.

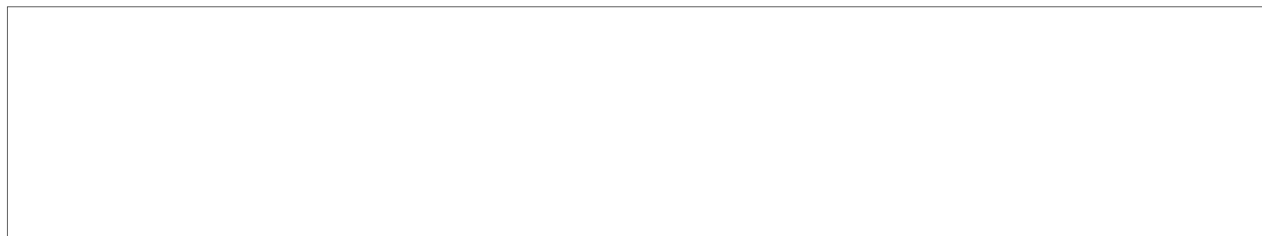
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cc. OC recently learned that the National Photographic Interpretation Center (NPIC) has two generators, 700 and 900 kW capacity, which are excess to their needs. The Chief Engineer at NPIC agreed to PTI the units and deliver them [redacted] The generators were built in 1980 and considered "like new" with a total operating time of less than eight hours, the units are valued at over \$250K and will be used for emergency power at OC transmitter sites.

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ff. The Deputy Director of Information Services; the Deputy Director for Policy and Management, Office of Security; and representatives from the Information Resources Management Division attended an interagency meeting called by Steven Garfinkel, Director of the Information Security Oversight Office. The purpose was to establish interagency task forces to identify specific information security initiatives needed in the areas of (a) overclassification, (b) overdistribution, (c) classification management, (d) need-to-know, and (e) unauthorized disclosures. Mr. Garfinkel believes that the time is right for new initiatives in information security, particularly in view of the Walker espionage case. CIA and the Air Force will investigate the problem of overdistribution of classified materials. Our first meeting will be held on 2 August 1985 in the OIS conference room. Each task force is expected to recommend initiatives and how to implement them in a report due ISOO by 30 August.

gg. OIS has been trying to collect some \$11,000 in delinquent search fees owed to the U.S. Treasury. To date we have received 19 checks totaling \$1,946. One requester said that he had not paid his bill sooner because he puts all his bills in queue and pays them on a first-in, first-out basis. Another requester, this one in Finland, apologized for the delay and explained that he was waiting for the U.S. dollar to go down, when in fact it kept going up.

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Harry E. Fitzwater

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Orig - DCI
1 - DDCI
1 - EXDIR
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1 - Ea. DA OD (via AIM/Wang)
1 - SSA/DDA
1 - DDA/CMS
1 - DDA/MS
1 - DDA/EEO
1 - DDA Subj
1 - HEF Chrono
1 - EO Subj

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